

**AGREEMENT OF THE
EXECUTIVE COMMITTEE
OF THE
INTEGRATED CRIMINAL JUSTICE
INFORMATION SYSTEM FOR MARICOPA COUNTY**

It is the mission of the Integrated Criminal Justice Information System to enhance public safety, improve service to the community, and promote quality justice and law enforcement decision-making by sharing information that is timely, secure, reliable, and comprehensive.

The following is an Agreement among the County Attorney, Sheriff, Clerk of the Court, Superior Court of Maricopa County, and Indigent Representation creating the Executive Committee of the Integrated Criminal Justice Information System for Maricopa County and outlining their intentions for the management of this effort. Nothing in this agreement is intended to grant policy making authority to the Executive Committee for any matter which is retained by the Board of Supervisors under Arizona Revised Statutes.

A. Responsibility of the Executive Committee

A.1: The Executive Committee is responsible for ensuring that good faith efforts are made in achieving the Integrated Criminal Justice Information System provided by the Jail Tax Plan (refer to Background Report, or foundational documents related to Propositions 400 and 401, County Jail Facilities Excise Tax, for details).

A.2: The Executive Committee will determine the mission and scope of the project and consider all key decisions affecting the budget and funding requests, the master plan and project directions/priorities, as well as project schedules; all of which will be consistent with the Jail Tax Plan (within the authority granted through the budget process by the Board of Supervisors).

A.3. The Executive Committee is responsible for making all key decisions regarding the master plan and budget. The Executive Committee approves the overall mission and master plan for the project including making policy decisions. To accomplish this, the Executive Committee must be provided sufficient documentation and information to enable them to make key decisions. It is the responsibility of the Business Team to provide the Executive Committee with adequate documentation and information that educates them about the need and impact for each of the criminal justice departments and present recommendations to assist the Executive Committee in making these key decisions.

B. Membership of the Executive Committee

B.1: The Executive Committee consists of one departmentally-designated, high ranking representative from each of the following agencies:

Clerk of the Court;
County Attorney;
Indigent Representation;
Sheriff; and
Superior Court.

B.2: When and if the project evolves to warrant expansion, the Executive Committee may approve the addition of either voting or non-voting members (e.g. other County departments, police chiefs, state agency representatives).

B.3: A proxy representative may attend a meeting of the Executive Committee in the event that an Executive Committee member is unable to do so, however proxy representation will be the exception. Proxies are selected by Executive Committee members to ensure that they are in a position to speak for and commit to actions on their entities' behalf.

C. Voting of the Executive Committee

C.1: Formal votes are taken for each action item.

C.2: For any vote to be taken, there must be a quorum consisting of four of the five members.

C.3: A proxy representative has the voting rights of the Executive Committee member.

C.4: Passage of an action item requires a minimum of four votes, however, in the event that an action item has the potential to have a negative impact on any department represented on the Executive Committee, the action item may pass only upon the unanimous vote of the Executive Committee.

D. Meetings

D.1: The Executive Committee will meet quarterly, with meetings scheduled well enough in advance to maximize attendance. The Executive Committee may also schedule ad hoc meetings as needed.

D.2: Meeting agendas will be prepared and distributed in advance of each Executive Committee meeting to each Executive Committee member. Items may be placed on the agenda by the ICJIS Agency Director, members of the Executive Committee, , or the Business Team in accordance with the approved project process and should clearly reflect whether the item is for informational purposes, for discussion or for action.

D.3: Background materials will be provided to Executive Committee members in advance of

Executive Committee meetings.

D.4: Minutes of each meeting will be taken and distributed to each Executive Committee member in a timely manner. A formal record of key decisions reached by the Executive Committee will be maintained by the ICJIS Agency office.

E. ICJIS Agency Director

E.1: The ICJIS Agency Director, an unclassified County employee or contractor, will receive policy direction from the Executive Committee and will be appointed by and assigned to work under the general direction of the CAO. The performance management program evaluation will include input from the Executive Committee with advisory input from the the Chief Information Officer. The evaluation process will be facilitated by the CAO. Signature authority required for non-ICJIS budget items such as absence requests will be that of the CAO.

E.2: The responsibilities and expectations of the ICJIS Agency Director include but are not limited to the following:

- Managing a separate county department charged with overseeing this project. The Director will be responsible for recruiting and managing staff and any contractual consulting services as necessary for this project.
- Facilitating the operations of the Executive Committee by:
 - Calling and convening meetings (standing and ad hoc);
 - Presiding over meetings;
 - Overseeing and assisting with the Executive Committee agenda and materials preparation;
 - Encouraging the Executive Committee commitment and participation in the program;
 - Demonstrating leadership in the activities of the Executive Committee;
 - Creating work teams and committees as appropriate and necessary;
 - Assisting the Executive Committee in prioritizing major projects; and
 - Insuring proper practices are utilized for calling, announcing and distributing meeting agendas and materials for Executive Committee meetings (e.g., full and complete distribution, timeliness of distribution, inclusion of suggestions).
- Facilitating communication by:
 - Serving as the point of contact, and as necessary, spokesperson, for Executive Committee activities;
 - Communicating/coordinating information with the County Chief Information Officer, and, as necessary, the County Administrative Officer, the Citizens Jail Oversight Committee, and the Board of Supervisors;
 - Seeking input as necessary and appropriate from Executive Committee members, subcommittees and work team members, and other relevant parties;
 - Providing advice and feedback to the Business Team and other teams and subcommittees established, as necessary and appropriate;
 - Presenting information and briefings on the Integrated Criminal Justice Information

System activities to County agencies, and, as appropriate to external local, county, state and federal agencies and organizations; and
Insuring that the Executive Committee members are kept informed of pertinent activities.

G. Committees and Sub-Committees

G.1: Voting for each of the committees and subcommittees consists of one vote each from the five agencies listed in B.1.

G.2: The Business Team, consisting of individuals appointed by each Executive Committee member, the Chief Information Officer, and the Chief Administrative Officer, is charged with providing oversight and direction to the project within policy guidelines established by the Executive Committee.

G.3. The Business Team will provide the Executive Committee with adequate documentation and information that educates them about the need and impact for each of the criminal justice departments and presents recommendations to assist the Executive Committee in making these key decisions. To accomplish this, the Business Team must be provided sufficient documentation and information about the issues and the integration and technology options available for the Business Team to be able to assess the project both in terms of their respective criminal justice agency as well as the criminal justice system as a whole.

G.4. JALET is responsible for technology oversight and providing recommendations regarding all ICJIS projects from the viewpoint of technology and integration. To accomplish this, JALET must be provided with sufficient documentation and information about proposed projects and technology or integration solutions to enable JALET to assess the appropriateness of the project from both a technology perspective as well as from the perspective of information technology project management. JALET is also responsible for providing the necessary documentation and information to assist the Business Team in making key recommendations to the Executive Committee.

G.5. ICJIS project team is responsible for:

- Facilitating the successful automation of requirements.
- Researching and analyzing each proposed project.
- Managing approved projects (including scope, schedule, cost, quality, risk and issue management).
- Managing the overall operation of ICJIS, under the direction of the ICJIS Agency Director and in accordance with the master plan approved by the Executive Committee and with the oversight by the Business Team.
- Providing documentation and information to JALET, the Business Team or the Executive Committee to facilitate their deliberative study and assessment of the project decisions.

G.6. The Project Development Team is a dynamic group that drives the project development process. Technical and business members will be selected by the agencies for each step of the process. Membership will be revised as the project progresses through the process steps to include the experts needed during each step.

G.7. The Information Technology Service Management (ITSM) Steering Committee is comprised of representative members from each of the five ICJIS partner agencies, the ICJIS Agency, and the Office of the Chief Information Officer. The ITSM Steering Committee is responsible for providing governance and oversight of the ICJIS ITSM activities, including but not limited to,

- Developing the ITSM strategy that ensures ICJIS hardware and software applications are maintained and administered effectively, while ensuring the needs and security of county justice and law enforcement agencies are observed;
- Developing the ICJIS disaster recovery plan;
- Recommending appropriate staffing levels for ongoing service management and assisting with hiring of such;
- Approving and deploying a standard set of procedures for ITSM; and
- Assisting with the development of service level agreements.

G.8. Sub-committees, working under the general direction of the Business Team, may be established to address specific issues.

H. Outside Contractual Services

H.1: Outside services will be contracted to provide specific tasks. These service providers will work under the general guidance of the ICJIS Agency Director.

H.2: The scope of the work performed by outside contractual services providers will be determined in accordance with the approved project process. The ICJIS Agency Director and the outside contractual service provider will report their findings to and work with the Business Team or appropriate sub-committee.

I. Budget Issues

I.1. The Executive Committee commits to continuing to support on-going Information Technology investments needed in their respective departments and to support such through the budget process.

I.2. The Executive Committee will develop guidelines for recommending expenditures for Integrated Criminal Justice Information System projects, activities, applications and technologies that further the mission of the Maricopa County Integrated Criminal Justice Information System. The Business Team will review each budget request and make recommendations as appropriate to the Executive Committee for approval prior to submission to the Office of Management and Budget, in accordance with the County's budget process and budget development calendar.

I.3. Although the Executive Committee and the Business Team do not have the authority to intervene in an agency's decision to pursue a grant, the members of the Executive Committee commit to refrain from pursuing grant funding for automation projects that conflict with the mission and scope of the Maricopa County Integrated Criminal Justice Information System.

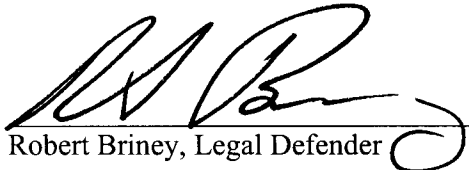
J. Related System Integration Efforts

J.1: The Executive Committee will be kept apprised of local, state and national integrated criminal justice information system initiatives by the Business Team and/or at regularly scheduled Executive Committee meetings, as appropriate. The Executive Committee will exchange information and collaborate regarding all related system integration planning initiatives impacting the Maricopa County criminal justice system to ensure that related integration efforts are in accordance with the mission and scope of the Maricopa County Integrated Criminal Justice Information System effort.

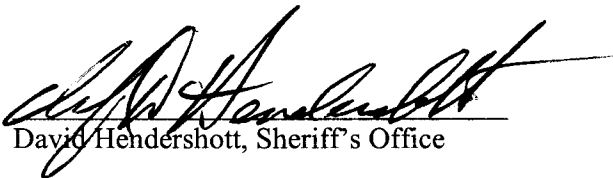
J.2. The Executive Committee will pursue federal or state grant funding, whenever possible, for connectivity with federal or state integration efforts within the mission and scope of the Maricopa County Integrated Criminal Justice Information System.

J.3: Agencies represented by the Executive Committee are encouraged to pursue integrated information initiatives separate and apart from the Integrated Criminal Justice Information System effort upon determining that the initiatives are consistent with the mission and scope, system development and standards of the Maricopa County Integrated Criminal Justice Information System effort.

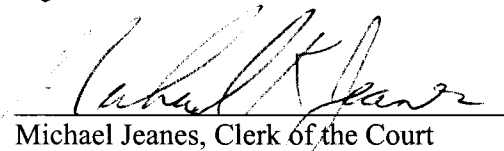
We, the members of the Executive Committee, agree to work together in accordance with these identified principles:


Robert Briney, Legal Defender


10/15/03
Date


David Hendershott, Sheriff's Office

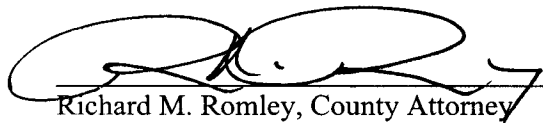
10/15/03
Date


Michael Jeanes, Clerk of the Court

10/16/03
Date


Hon. Colin Campbell
Presiding Judge, Superior Court of
Maricopa County

10/16/03
Date


Richard M. Romley, County Attorney

10/17/03
Date